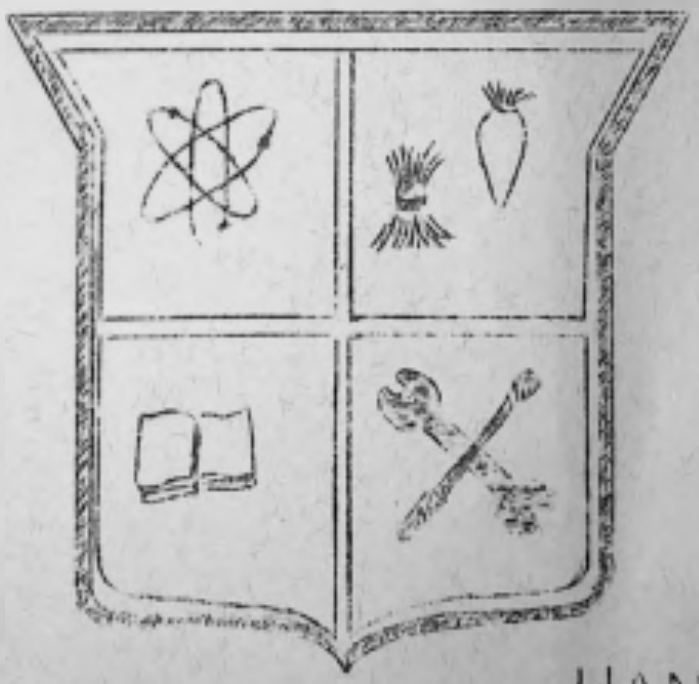
MOORHEAD

AREA TECHNICAL INSTITUTE



STUDENT HANDBOOK

MANPOWER DEVELOPMENT AND TRAINING

JANUARY, 1966

* * * W E L C O M E * * *

Welcome, M.D.T.A. students. The administration and faculty sincerely hope the coming months will be both profitable and enjoyable for you.

As a student the value of your education is dependent upon you. The months spent in training will rank among the most important months in your life. If you apply yourself and do the very best job you are capable of doing you will be rewarded for your efforts by qualifying for a good job, earning good wages and leading a fuller and richer life.

The record you will make, either good or bad, will go with you the rest of your life and will either open doors to new opportunities or close doors depending upon the type of record you earn. You may not appreciate this fully until the day comes when you seek employment or seek admission to another school.

This handbook is intended to give you help in getting a good start in your school life. You should study it carefully and keep it handy for future reference during the coming months.

The administration and faculty will assist you in any way possible. Please feel free to call upon them whenever they can be of service to you.

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* * * Q U E S T I O N S F R E Q U E N T L Y A S K E D * * *

WHAT SHOULD I DO IF I'M ABSENT?

You should notify your instructor prior to the absence, if at all possible; if not, contact your instructor as soon after the absence as possible. All absences must be justified to the satisfaction of the instructor and the Minnesota Employment Office. Consequently, you should be able to verify the illness or other reasons for being absent.

HOW DO I LOCATE ADEQUATE HOUSING?

The school office maintains a list of approved housing. All non-resident single students under twenty-one must room in housing approved by the school. See the housing regulations on page 6.

HOW DO I GET A JOB?

The school office and the local employment office assist students in locating part-time employment. These two offices also assist students in finding full-time positions after they have attained occupational competency in their selected areas of specialization.

WHAT IF SOMETHING IS LOST OR FOUND?

Items that have been found should be left at the school office. Check the office periodically if you have lost something. You should put your name and address in ink on all personal property, especially books and notebooks.

WHERE MAY I OBTAIN ASSISTANCE IN CHOOSING A CAREER?

Appointments may be made with a counselor through the Vocational School office. Phone 233-5494.

WHAT IF I START SLIPPING IN MY COURSE WORK?

Students who have been accustomed to frequent tests in high school are sometimes quite surprised to find that they will have only one or two examinations in some courses. For this reason, they should make every effort to keep their assignments up to date and also to plan some time for review. It is quite shocking to the student who thinks he is doing well if he suddenly receives a failing grade at mid-term because of a poorly written examination.

Students who are slipping in their course work should schedule a conference with their instructor. The student who is sincerely interested in learning does not have to be concerned about "apple polishing." If he is having trouble with a course he should do his best to diagnose his own difficulties before contacting his instructor. The instructor may be able to assist with suggestions as to appropriate study techniques. Many students find it helpful to study with other students in order to test their progress.

*** REGULATIONS AND PROCEDURES ***

ATTENDANCE

Students are expected to attend all classes. In case of absence due to sickness or other justifiable cause, it is the responsibility of the student to justify his absence to the instructor and arrange to complete the class work. Whenever possible, arrangements to make up work should be made before the absence.

When absences become excessive a student may be withdrawn from the course with a failing grade.

DEFINITION OF LETTER GRADE

Grade "A" -- This is a distinguished grade.

1. The student has mastered the content of the course and is able to apply what he has learned to new situations and is able to relate it to other knowledge.

2. The student consistently distinguishes himself in examinations, reports, projects, and class participation.

3. The student shows independent thinking in assignments and class discussion.

4. Work is consistently in proper form, shows evidence of careful research, and is submitted punctually.

5. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates superior skills, ability, and performance.

Grade "B" -- This is an above-average grade.

1. The student consistently shows mastery of the course content and usually is able to apply it to new situations or to relate it other knowledge.

2. The student is consistently above average in examinations, reports, projects, and class participation.

3. Work is in proper form, shows evidence of research, and is submitted punctually.

4. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates above average skills, ability, and performance.

*** REGULATIONS AND PROCEDURES ***

ATTENDANCE

Students are expected to attend all classes. In case of absence due to sickness or other justifiable cause, it is the responsibility of the student to justify his absence to the instructor and arrange to complete the class work. Whenever possible, arrangements to make up work should be made before the absence.

When absences become excessive a student may be withdrawn from the course with a failing grade.

EXPLANATION OF LETTER GRADE

Grade "A" -- This is a distinguished grade.

1. The student has mastered the content of the course and is able to apply what he has learned to new situations and is able to relate it to other knowledge.

2. The student consistently displays interest in examinations, reports, projects, and class participation.

3. The student shows independent thinking in assignments and class discussion.

4. Work is consistently in proper form, shows evidence of careful research, and is submitted punctually.

5. Shows achievement in the course involves development of hand or body skills, the student consistently demonstrates superior skills, ability, and performance.

Grade "B" -- This is an above-average grade.

1. The student consistently shows mastery of the course content and ability to apply it to new situations or to relate it other knowledge.

2. The student is consistently above average in examinations, reports, projects, and class participation.

3. Work is in proper form, shows evidence of research, and is submitted punctually.

4. Shows achievement in the course involves development of hand or body skills, the student consistently demonstrates above average skills, ability, and performance.

Grade "C" -- This is an average grade.

1. The student shows evidence of a reasonable comprehension of the subject matter of the course and has an average mastery of the content, sufficient to indicate success in the next course in the same field.

2. Assignments are completed in good form and on time.

3. If the subject carries transfer credit, the student has indicated sufficient competence in the content to continue in the subject field upon transfer.

4. The student consistently makes average scores on examinations, projects, and reports.

5. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates average skills, ability, and performance.

Grade "D" -- This is a below-average, passing grade.

1. The student falls below the average in examinations, projects, and reports, but shows some competence in the assigned subject matter of the course.

2. Assignments are completed in imperfect form, sometimes late, or of inconsistent quality.

3. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates useable, but below-average skills, ability, and performance.

Grade "F" -- This is a failing grade.

1. The student makes unsatisfactory grades in examinations, projects, and reports.

2. The student does not show evidence of competence in the subject matter.

3. Assignments may be omitted or are incomplete.

4. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability, and performance.

Grade Point Average (GPA)

The following system will be used to determine a student's grade point average:

Each A - - - - - - - - - - - - - - - - 4 grade points per credit
Each B - - - - - - - - - - - - - - - - 3 grade points per credit
Each C - - - - - - - - - - - - - - - - 2 grade points per credit
Each D - - - - - - - - - - - - - - - - 1 grade point per credit
Each F - - - - - - - - - - - - - - - - 0 grade points

Grade "C" -- This is an average grade.

1. The student shows evidence of a reasonable comprehension of the subject matter of the course and has an average mastery of the content, sufficient to indicate success in the next course in the same field.

2. Assignments are completed in good form and on time.

3. If the subject carries semester credit, the student has satisfactorily demonstrated sufficient competence in the content to continue in the subject field upon transfer.

4. The student consistently makes average scores on examinations, projects, and reports.

5. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates average skills, ability, and performance.

Grade "D" -- This is a below-average, passing grade.

1. The student falls below the average in examinations, projects, and reports, but shows some competence in the assigned subject matter of the course.

2. Assignments are completed in imperfect form, sometimes late, or of inconsistent quality.

3. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates useable, but below-average skill, ability, and performance.

Grade "F" -- This is a failing grade.

1. The student makes unsatisfactory grades in examinations, projects, and reports.

2. The student does not show evidence of competence in the subject matter.

3. Assignments may be omitted or are incomplete.

4. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability, and performance.

Grade Point Average (GPA)

The following system will be used to determine a student's grade point average:

Each A - 4 grade points per credit
Each B - 3 grade points per credit
Each C - 2 grade points per credit
Each D - 1 grade point per credit
Each F - 0 grade points

A student's grade point average is determined by adding all grade points and dividing by the sum of all credits passed and failed. All courses attempted enter into the grade point average.

SCHOLASTIC PROBATION

Moorhead Area Technical Institute accepts the responsibility of providing sound higher education. This includes the obligation to both the public and to the student of providing good higher education in an economical and efficient manner. In order to discharge this responsibility, the school must require reasonable academic progress from its students in return for the opportunity afforded them by a tax supported school. To continue the registration of students who have demonstrated that they do not possess the necessary ability, preparation, industry, or maturity to obtain reasonable benefit from a program of vocational study is inconsistent with this responsibility.

HOUSING

I. General:

1. All non-resident vocational students under 21 years of age must room in houses approved by the school.
2. Men students are not permitted to room in homes where there are women roomers; nor are women students permitted to live where there are men roomers.
3. Men shall not receive women as guests in their rooms; nor shall women receive men as guests in their room.
4. Students who want to change places of residence must first get the approval of the school office.
5. Beer and intoxicating liquors are NOT allowed in student's rooms.
6. There should be a definite understanding about the daily care and weekly cleaning of the room. Hot water should be furnished.
7. Any additional house rules may be established by the landlord, and written out for the student <u>before</u> he or she rents the room.

II. RESPONSIBILITIES OF THE HOUSEHOLDER:

1. Problems of student welfare or lack of cooperation on the part of students should be referred to the school office.
2. The householder is responsible for house order at all times.
3. When the householder is away overnight, a responsible person is to be in charge.

4. If the householder fails to notify the school of violations of these regulations, the house will be taken off the approved housing list next year.

III. RESPONSIBILITIES OF THE STUDENTS:

1. All students are expected to be in their rooms by 11:00 o'clock week days and by 12:00 o'clock midnight on weekends or special school events. If students have special reason to be out later than this, it is common courtesy to notify your landlady in advance. Students should notify householders when they will be out of town for the weekend.

2. Students are expected to be orderly and respectful and to act in such a manner that they will be a credit to the school.

IV. RENTAL AGREEMENT:

1. Rent is payable in advance on a monthly basis.

2. All students are required to give 30 days written notice of intention to move, from the date rent is due, except at the end of the school year.

3. The landlord is required to give 30 days written notice of intention to terminate rent of rooms.

4. If a student withdraws from school because of an emergency, the school recommends that any advance payments on room should be refunded.

V. STUDENT ILLNESS

1. Student illness should be reported promptly to the school. Telephone: 233-5494.

CAMPUS DRESS

In order to provide students with information about appropriate dress the school has established a simple dress code. It has not been the intent of the administration to establish a code that would encumber individual style and creativity in dress, but rather to set up an established pattern which would encourage all students to dress in a manner in keeping with the serious academic intent of the school and acceptable to the communities which the school serves. To most students the code will simply be a written expression of their own long established habits of cleanliness and good taste, in public dress. Faculty members will admit to classes only those students appropriately dressed according to this code:

1. Appropriate apparel is required for all classes.
   a. For women--Appropriate dress will mean street length dresses or skirts and sweaters or blouses. Bermudas, shorts, pedal pushers, toreador pants, and other beach or active sports attire are not acceptable in class. Slacks are considered appropriate during particularly severe weather.
   b. For Men--Appropriate dress will mean full length trousers and shirts or sweaters. Levis, stretch pants, etc. are not acceptable.

c. Shoes--Street shoes are appropriate for men and women in all classes.

SMOKING:

The instructors in each department will be informed as to the smoking regulations which must be enforced. Please remember that you are enrolled in a school and smoking regulations must be enforced. All instructors must enforce the smoking regulations.

PARKING:

Students at the Center Avenue Building will be able to park their cars in the city parking lot below the bridge. All students should be aware of the fact that over-time parking on the downtown streets of Moorhead involves a fine of $2.00! Students at North Junior High School should park their automobiles on the north side of the building and use the service door when entering and leaving the school building. Students at the West High will have to park on the public streets near the building.

SCHOOL CONDUCT:

This matter is not so much one of rules and regulations as of consideration of the rights of other persons. Rules are made for the benefit of the majority. Whenever restrictions are placed on the students as individuals, it is because of the possible consequences of their actions to the larger group of which the individuals are a part.

"Education is the knowledge of how to use the whole of oneself. Many men use but one or two faculties out of the score with which they are endowed. A man is educated who knows how to make a tool of every faculty--and how to open it, how to keep it sharp, and how to apply it to all practical purposes."

--H. W. BEECHER